



## Employment Outcome Information System Frequently Asked Questions and Answers

### Question

*How do I report paid time off (sick or vacation time)?*

### Answer

Time off that is paid, either sick or vacation time, should be reported as work hours in the appropriate work category.

Commentary: Because these hours are paid, they represent part of a person's overall employment. In addition reporting these hours will make sure that any calculation of hourly wage will be accurate since total wages for the collection period would include those hours.

Unpaid time off, for whatever reason, should never be reported. The data collection system is designed to address system and program level outcomes – what people are doing while they are supported under employment contracts. It does not monitor individual participation in services.

### Question

*Regarding time off from work that the person was paid for: If a person uses 8 hours of paid leave during the reporting period, do you count those as hours worked?*

### Answer

Yes, **paid** time off should be counted as work hours. Note that you should **not** report **unpaid** time off as work hours. This includes sick or vacation time or a seasonal layoff. While this may affect an individual's experience, the data system provides a point in time snapshot of employment experiences across individuals who receive DDA services. Some percent of individuals will not be working in any data collection interval.

### Question

*Individuals we support spend some of their week in the employment program, and also spend some time attending a day habilitation program. Do I report the day habilitation hours as "non-work activities"?*

### Answer

Yes – any activity funded as a day or employment service should be captured.

### Question

*We support individuals who work in a crew doing janitorial work in the workshop at our organization. We consider this job training and the individuals are paid minimum wage. What employment activity should this be reported in?*

### Answer

Because the work is occurring in the workshop and is considered job training the work should be considered sheltered employment. If individuals were working as permanent employees beyond

the workshop setting this situation could be considered group supported employment.

**Question**

*Will we be expected to report on persons served in Vocational and Day Programs?*

**Answer**

Yes, you should report on any activity that is supported as part of a day or employment service funded by DDA.

**Question**

*How do you define group-integrated jobs? What if individuals work at the same company but in different departments?*

**Answer**

The definitions can be found built into the actual data collection tool as well as in the instructions document. If someone is working in a job on the company payroll in a department independently- that's an individual job. Group supported or group integrated employment would apply to situations where people are working as part of an enclave or work crew. Some situations will come up that are going to be hard to define, and we'll have to work through those as they arise.

**Question**

*What do we do if we do not have access to gross earning for individuals?*

**Answer**

We do need this information. If you don't have direct access to a pay stub, you should still have a sense of their work hours and pay rate, so you should be able to generate a gross earnings figure to complete this field.

**Question**

*Regarding eligibility for paid time off: If a person has leave benefits but did not use leave for reporting period, do you report them as eligible for paid time off?*

**Answer**

Yes. This question captures if a person is eligible for paid vacation, sick, or holiday leave.

**Question**

*What if a person does not want to provide their wage information? Will providers still be required to report it?*

**Answer**

Yes, we do need to know this, but it is going to be confidential. It will not be made public; only generic information about providers will be made public. Active engagement with the people being served should provide enough information for providers to be able to answer this question.

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**Question**

*How do you enter individuals with 2 jobs and 2 different sets of wages?*

**Answer**

That is one reason we are collecting gross wage instead of hourly wage. You would report the total hours worked and total wages in sum.

**Question**

*What is the reporting period?*

**Answer**

It is a two-week (14 day) snapshot. The expectation is that you report for a 14-day period within the reporting month.

**Question**

*Will we be required to enter data for every single person we receive funding for, or will it be a sampling?*

**Answer**

Report on each person who receives services that are funded by DDA.

**Question**

*Will reporting be required for consumers only receiving residential services?*

**Answer**

No, we are really only looking at people receiving day or employment services.

**Question**

*How do I indicate that individual we used to serve is no longer with our agency?*

**Answer**

There is a feature that allows you to delete an individual who you no longer serve. There are many reasons for which an individual who used to receive services is no longer with your agency. The individual may move, switch to a different provider, refuse services, or may no longer receive services for another reason.

Please remember to review the list of individual you serve within the data collection tool and to delete individuals who are no longer with your agency. The website will provide an initial list of individuals who receive services based on DDA records. Individuals can be added or deleted based on changes in caseload that are not reflected in the list. To delete an individual, look for the “Delete” button located to the right of the individual’s name on the main list. When you delete an individual you will be prompted to enter a reason for removing them.